

NINETY-FIFTH MEETING
of the
ADMINISTRATIVE ADVISORY COMMITTEE
MEETING NOTES
May 7, 2014

The Ninety-Fifth Meeting of the Administrative Advisory Committee convened at 10:00 a.m., on May 7, 2014, in the Conference Room of the State Universities Civil Service System Office (University System), 1717 Philo Road, Suite 24, Urbana, Illinois.

Present were: Tammy Carlson, representing Illinois State University; and Richard Enyard and William Weber, representing Eastern Illinois University.

Present by video conference were: James D. Montgomery, Vice Chair, representing the Merit Board and Jami Painter, representing the University of Illinois.

Present by audio conference were: Julie DeWees, representing Western Illinois University; Al Phillips representing Illinois Board of Higher Education; Bobby Stewart, representing Chicago State University; and Eric Zarnikow, representing the Illinois Student Assistance Commission.

Members absent were: Karen Hunter Anderson, representing the Illinois Community College Board; Gebe Ejigu, representing Governors State University; Bill Nicklas, representing Northern Illinois University; Michael Pierick, representing Northeastern Illinois University; and Duane Stucky, representing Southern Illinois University.

Also present were: Lewis T. (Tom) Morelock, Executive Director; Mari Martinelli, Manager, Legal Services and Legal Counsel; Cindy Neitzel, Manager, Operations and Audit and Advisory Services; and Anna Johnson, Administrative Aide.

Consideration of the Report of the Ninety-Fourth Meeting, February 4, 2014

Mr. Morelock requested if there were any additions or corrections to the Report of the Ninety-Fourth Meeting of the Administrative Advisory Committee which was held on February 4, 2014. The report was included in the agenda materials which were mailed to all members of the committee at an earlier date. Dr. Weber wanted the report to include a statement that in the future AAC members would be consulted before any financial contracts were discussed. Mr. Morelock asked the members to accept the report with the suggested change by Dr. Weber. The motion carried. The Minutes were revised on

page 5 with the following statement: "In the future, Mr. Morelock stated that AAC members would be consulted before any financial contract is discussed."

Update on the Police Series Assessment Center Revisions

Mr. Morelock stated that at the last University Police Chief's meeting, which was held November 21, 2013, the Police Chiefs agreed to financially cover the cost of revising two examinations in the Police Series at a cost of \$40,920. Each university utilizing police officers and/or police sergeants would be assessed a cost for this based on their police FTE value.

Mr. Morelock reported that all universities, except for Eastern Illinois University, have signed the agreement and indicated their acceptance of this development process. Dr. Weber stated that he would not be signing this agreement for several different reasons.

Review of Proposed Exemption Procedures Manual

The committee was updated on the following issues:

- Discussion on the review and revision of the Exemption Procedures Manual – a committee was developed of various personnel to review the current Exemption Procedures Manual. Mr. Morelock also noted that the Merit Board made a decision to leave the exemption authority at the university/agency level, which will be retained in the revisions of the current manual. The committee has met several times and several changes will be presented to the Merit Board for approval, most likely at the August 2014 Merit Board Meeting. These changes will be presented to this committee before it reaches the Merit Board. Committee members include:

Maureen Parks, University of Illinois
Tammy Carlson, Illinois State University
Richard Enyard, Eastern Illinois University
Pulchratia Kinney-Smith, Governors State University
Angie Tippey, SIU School of Medicine Springfield
Celeste Latham, Northern Illinois University
Tracy Bennett, Southern Illinois University Carbondale

Report of the Executive Director

Mr. Morelock updated the committee on the following:

- Agency Budget – Current year-to-date expenditures/obligations for FY 14 are at the 95% level. The University System office did have one staff member resign, and one staff member will be retiring at the end of May 2014.
- Classification Plan Update – The committee was updated on several revisions to the various class specifications and examinations. The Committee was informed of a proposal presented by the University of Illinois at Chicago and the University of Illinois College of Medicine to do a

demonstration project that would allow alternative employment protocols for employees funded in 'soft fund' categories.

- Audit Program Update – Since the last meeting of the committee, no Final Audit Reports have been released.
- Legal Update – During FY14, there have been 34 Written Charges for Discharge served on employees at the various universities/agencies and seven employees have requested a Hearing. Ms. Martinelli updated the committee on the Dorsey Review Decision Case, which will be heard at the upcoming Merit Board meeting.

<i>Other Items as presented</i>
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Upcoming meeting dates for 2014:

- *Wednesday, August 13, 2014*
- *Wednesday, November 5, 2014*